

# Sprague Booster Club

## Request for Funds

Submit all requests to the Sprague High School Booster Club school mail box or via email to [Spragueboostersinc@gmail.com](mailto:Spragueboostersinc@gmail.com). Requestors will be notified of request results via email.

All requests will be reviewed at the next Sprague Booster Club Meeting. Keep in mind, Sprague Booster Club meets once a month except for the following months: June, July, and December.

Contact name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Date needed by: \_\_\_\_\_

Contact email: \_\_\_\_\_

Activity: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Attach bids, if applicable

Request: \_\_\_\_\_

What will this money be used for/reason for request: \_\_\_\_\_

What will the activity's contribution be (volunteers, 50% of cost, etc): \_\_\_\_\_

Who should the check be payable to: \_\_\_\_\_

Head Coach/Activity Director signature \_\_\_\_\_ Date \_\_\_\_\_

### Booster Club Action

Meeting date: \_\_\_\_\_

Action:  Approved Amount Approved \$ \_\_\_\_\_

Denied

Hold for later consideration

Comments: \_\_\_\_\_

Booster member signature \_\_\_\_\_ Date \_\_\_\_\_

Booster member signature \_\_\_\_\_ Date \_\_\_\_\_

Check # \_\_\_\_\_ Check Date \_\_\_\_\_